
If you would like to add/delete any subject please complete the appropriate section to show the correct information.

Subject Name:

Subject to be deleted (Subject Code / Option Code)Subject to be added (Subject Code / Option Code)

Candidate Name:

Candidate Number

Exam Board

Signature

Date

Contact number :

Email:

Centre Number:

Centre Name :

Registration Reference Number:

Person Requesting:

Office use

Payment

Refund (if applicable)

Receipt Number

Admin Initial

Date

Status:

Completed/ Awaiting Approval/Rejected

Fee Received (Yes/No)

Fee Updated (Yes/No)

Fee Refund (Yes/No)

British Council will use the information that you are providing in connection with processing your request. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).
Data Protection

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.
You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information.

If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

Payment options

Option 1: Payment at one of the British Council Offices (*Riyadh & Al Khobar only*).

Option 1 is not available in Jeddah.

Option 2: Pay Online (VISA/MasterCard/mada)

To pay your fee online, please click [here](#).

Once you have paid the correct fee, please email the payment reference as proof of payment with duly filled Subject Code Amendment Form to KSAinfo@sa.britishcouncil.org.

Important Note: Your request will be processed within 7 days from the receipt of your payment confirmation and application to KSAinfo@sa.britishcouncil.org.

Disclaimer:

Missing or incorrect name and contact numbers provided at the time of payment may result in the British Council being unable to track your fee in which case your service will not be confirmed. The British Council will accept no responsibility for any delays or loss that occurs as a result.

For clarification or assistance, please contact our Call Centre:

Telephone	920003668
Email	KSAinfo@sa.britishcouncil.org